



## ADMINISTRATIVE VARIANCE APPLICATION

### Application checklist:

Page No.	Item	Completed/ Included in Submittal
1	Project Information Sheet	<input type="checkbox"/>
2 - 3	Authorization Forms	<input type="checkbox"/>
	Additional requirements:	
4	Letter of Intent	<input type="checkbox"/>
4	Variance Analysis	
4	Chattahoochee River Corridor Certificate	<input type="checkbox"/> or N/A <input type="checkbox"/>
5	Site Plan and Legal Description	<input type="checkbox"/>
5	Fee schedule	<input type="checkbox"/>

### Provide also:

All the documents electronically (CD/DVD, thumb drive or via email) Note: The Legal Description must be in a Word document	<input type="checkbox"/>
Site plan: one (1) copy on 11"x17"	<input type="checkbox"/>

The Director reserves the right to request additional information deemed necessary to analyze the request. Incomplete applications will not be accepted.

Planner's initials: \_\_\_\_\_



Case No.:

Planner's initials: \_\_\_\_\_

### PROJECT INFORMATION SHEET

<b>PROPERTY</b>	Address(es):	
	Parcel Tax ID:	
	Land Lot(s):	Land District(s):
	Total acreage:	Council district:
	Current zoning:	Current use:
	Overlay district:	Future land use:

<b>APPLICATION</b>	Detailed request (include Code/Ordinance Section No.):	
	Petitioner:	
Petitioner's address:		
Phone:	Email:	

<b>OWNER</b>	Property owner:	
	Owner's address:	
	Phone:	Email:
	Signature (authorizing initiation of the process):	
<i>If the property is under contract and the owner is unavailable to sign, provide a copy of the contract</i>		

- TO BE FILLED OUT BY P&Z STAFF -

Application date:
<b>ADDITIONAL INFORMATION NEEDED:</b>



AUTHORIZATION FORM – PART I

A- If the applicant is also the owner of the subject property:

Fill out the following section and have it notarized.

Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application.	
Owner's name:	<div>Sworn and subscribed before me this _____ day of _____ 20 ____ Notary public: _____ Seal:          Commission expires: _____</div>
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Owner's signature:	

B- If the applicant is *not* the owner of the subject property:

Fill out the following section, check the appropriate statement and have it notarized.

Applicant states under oath that: <input type="checkbox"/> He/she is the executor or Attorney-in-Fact under a Power-of-Attorney for the owner ( <i>attach a copy of the contract</i> ); or <input type="checkbox"/> He/she has an option to purchase the subject property ( <i>attach a copy of the contract</i> ); or <input type="checkbox"/> He/she has an estate of years which permits the applicant to apply ( <i>attach a copy of the lease</i> )	
Applicant's name:	<div>Sworn and subscribed before me this _____ day of _____ 20 ____ Notary public: _____ Seal:          Commission expires: _____</div>
Company name:	
Address:	
City, State, Zip Code:	
Email address:	
Phone number:	
Applicant's signature:	



## AUTHORIZATION FORM – PART II

C- If an agent or attorney will represent the owner and/or the applicant:

Fill out the following section, and have it notarized

Agent's name:
Company:
Address:
City, State, Zip Code:
Email address:
Phone number:
Agent's signature:
Applicant's signature:

Sworn and subscribed before me this
_____ day of _____ 20 _____
Notary public:
Seal:
Commission expires:

## ADDITIONAL REQUIREMENTS

<b>Letter of Intent</b>
Required for <b>all</b> cases
Address the following in detail, on a separate sheet: <ol style="list-style-type: none"><li>1. Requested variance(s)</li><li>2. Factual details about the proposed development:<ul style="list-style-type: none"><li>• Number and size of buildings, square footage of gross floor area of nonresidential uses</li><li>• Type and number of residential units,</li><li>• Number of employees and customers, hours of operation, number of classrooms, etc.</li></ul></li><li>3. Alternative design explored:<ul style="list-style-type: none"><li>• Provide the details of alternative designs that could reduce the need for a variance;</li><li>• Explain why the alternatives were rejected;</li><li>• If no alternative was explored, explain why.</li></ul></li></ol>

<b>Variance Analysis (Sec. 22.3.1)</b>
Required for <b>all</b> cases
Explain in detail, on a separate sheet, and for <u>each</u> concurrent variance requested how: <ol style="list-style-type: none"><li>a. The application of the Zoning Ordinance would create an unnecessary hardship, and not merely an inconvenience to the petitioner; <u>or</u></li><li>b. There are extraordinary and exceptional conditions due to the size, shape, or topography, which are specific to the subject property and not generally found in similar properties;</li></ol> <p>Further, the application shall demonstrate that:</p> <ol style="list-style-type: none"><li>c. Such conditions are not the result of action or inaction of the current property owner; <u>and</u></li><li>d. The variance request would provide the minimum relief necessary to make possible the reasonable use of the property; <u>and</u></li><li>e. The variance request would result in development that is consistent with the general intent of the Zoning Ordinance, with the Comprehensive Plan policies, and would not be detrimental to the public good, safety and welfare.</li></ol> <p>Note: The general purpose and intent of the Zoning Ordinance (Art.II, Sec.1) includes:</p> <ul style="list-style-type: none"><li>• Lessening congestion on the roads and streets;</li><li>• Securing safety from fire, flood, and other dangers; providing adequate light and air;</li><li>• Promoting the health and general welfare;</li><li>• Encouraging such distribution of population and such classification of land uses and utilization as will facilitate economic and adequate provisions for transportation, communications, roads, airports, water supply, drainage, sanitation, education, recreation and other public requirements;</li><li>• Promoting desirable living conditions;</li><li>• Protecting property against blight and depreciation;</li><li>• Encouraging the most appropriate use of land throughout the City of Sandy Springs.</li></ul>

<b>Chattahoochee River Corridor Certificate</b>
Required for properties located within the Chattahoochee River Corridor (within 2,000' from the river)
Contact Michael Barnett, Chief Environmental Compliance Officer: 770 206-1572 or mbarnett@sandyspringsga.gov

<b>Survey and Plan (Sec. 28.5.2)</b>	
Required for <b>all</b> cases	
Provide one (1) copy printed on 11"x17" paper; also include in electronic package. The site plan must include, at a minimum, the following:	
Basic Info	<input type="checkbox"/> Key and/or legend, site location map with North arrow, and scale; <input type="checkbox"/> Layout and minimum lot size of proposed single family residential lots; <input type="checkbox"/> Location of overhead and underground electrical and pipeline transmission/conveyance lines; <input type="checkbox"/> Required and/or proposed setbacks; <input type="checkbox"/> Location of the requested variance(s) with associated dimensions;
Roads	<input type="checkbox"/> Existing and proposed new dedicated and future reserved rights-of-way of all streets, roads, and railroads adjacent to and on the subject property; <input type="checkbox"/> Posted speed of existing streets; <input type="checkbox"/> Proposed streets on the subject site;
Improvement	<input type="checkbox"/> Existing buildings with square footages and heights (stories), wells, driveways, fences, cell towers, and any other structures or improvements on the subject property; <input type="checkbox"/> Location of proposed buildings with total square footage; Required landscape strips, undisturbed buffers, and any other natural areas as required or proposed; <input type="checkbox"/> Required and proposed parking spaces; and loading and unloading facilities;
Environmental	<input type="checkbox"/> 100 year floodplain horizontal limits and flood zone designations as shown on survey or Federal Emergency Management Agency Flood Insurance Rate Maps; <input type="checkbox"/> Lakes, streams, and waters on the subject site and associated buffers; <input type="checkbox"/> Proposed stormwater management facilities; <input type="checkbox"/> Community wastewater facilities including preliminary areas reserved for septic drain fields and points of access; <input type="checkbox"/> Availability of water system and sanitary sewer system; <input type="checkbox"/> Tree lines, woodlands and open fields on the subject site; <input type="checkbox"/> Wetlands shown on the GIS maps or survey.

#### FEE SCHEDULE

<b>Item</b>	<b>Fee</b>
Variance for property zoned: R-1, R-2, R-2A, R-3, R-3A, R-4, R4-A, R-5, R-5A, NUP, CUP, MHP	\$250 for first + \$50/additional request
Variance for property zoned: AG-1, R-6, TR, A, A-L, O-I, C-1, C-2, M-1A, M-1, M-2, MIX and nonresidential uses in a residential district	\$350 for first + \$100/additional request
Revision to application	\$150 each submittal

Fee is non-refundable, payable upon application.

Checks, debit and credit cards (with 5% administrative surcharge) are accepted.